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UNITED STATES GOVERNMENT

Memorandum

TO : Records Administration Officer

DATE: 8 December 1971

FROM : Chairman, Panel C, Records Management Conference

SUBJECT: Findings of the Panel on Volume Growth Control and Records Retention Plans

1. The members of the panel agreed that the two problems under discussion were so closely related that they could be considered as one. The following details the recommendations of this panel:

a. Each Office should have an approved general/specific records control schedule with an annual review conducted for updating or revision purposes.

(1) It was the consensus of opinion that if the schedule was of an overall general type (patterned after the GSA Schedule) that would be applicable to the entire element, then revisions and changes due to reorganization, etc. would not be required. A new Branch or Division could be furnished with a copy of the approved schedule and follow the previously established disposition instructions.

(2) With this established pattern, records would be retired and/or destroyed consistently year after year.

b. Along the same trend, establish an approved Office Supplemental Distribution Schedule.

(1) Provide for annual review of distribution requirements in order to reduce initial printing.

(2) Set up the schedule so that the minimum number of copies is sent to the Records Center and incorporate further reduction of copies each year until the one official record copy is reached.

c. Review and update Vital Records Schedules incorporating wherever possible destruction of previous deposits upon receipt at the Records Center of more current material. To assist in keeping this program on a current basis, Records Center personnel should be charged with removal of non-current, unrelated files.



d. The records management function should be a full time operation and definitely not a step-child in a Registry Operation. The Records Management Officer should be charged only with the records management responsibilities and this would then afford time for training personnel (clerks, stenos, etc.) who are working directly with records.

To effectively establish and maintain a records management program within an office there must be the approval of top management as well as sufficient time for the RMO to actually pursue the various facets, i.e. creation, filing systems, mail management, forms, records maintenance and disposition, etc. The entire program should be administered on a daily basis and should not be just "another hat" to be worn on the occasion of a little spare time.



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